Twig PC Tools

USER'S MANUAL

CONTENTS

INTRODUCTION

Twig PC Tools helps you to download/upload files to the mobile phone and synchronise data between the mobile phone and e.g Personal Information Management (PIM) software in PC. This handbook introduces the related software installation, PC and mobile phone connection as well as user guide for the software application. Additional references can be found on **twig pc tools help file.** To open Help file, click ? icon.

Twig PC Tools

Twig PC Tools is an auxiliary tool for the synchronisation between mobile phone and PC. With this tool you can download and upload files, synchronise data between mobile phone and PC, edit and upload sounds and pictures, manage contacts as well as backup and restore mobile phone data. Features are available for compatible mobiles phones and they may vary for different phone models.

Introduction of the interface

When the program is running, the following interface will be displayed:

(to enter different application features, click corresponding buttons in the function button area)
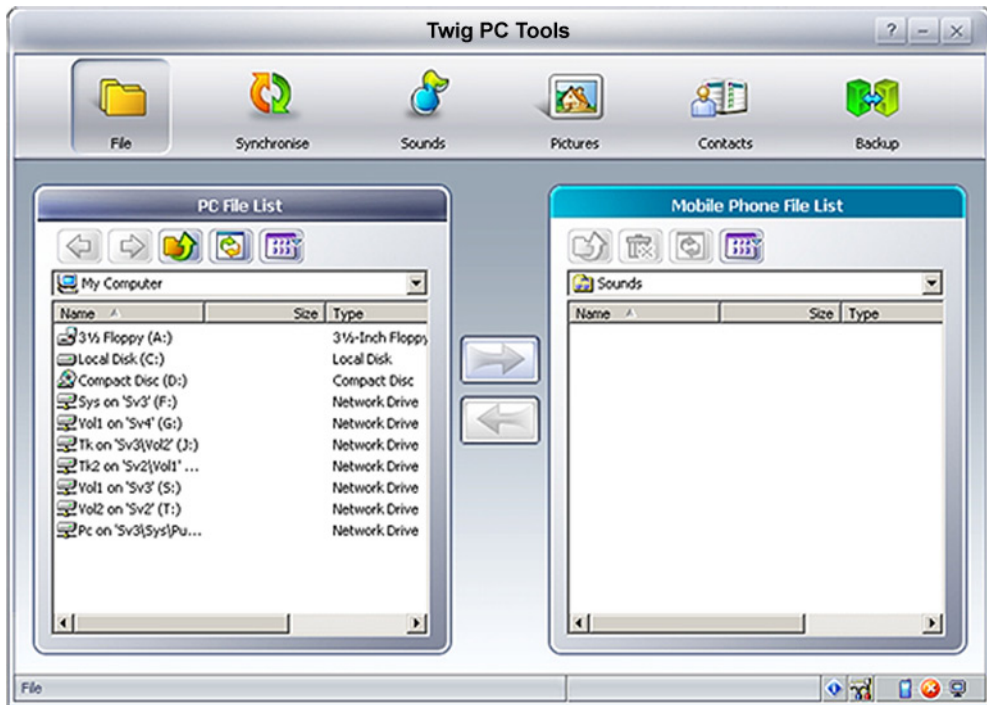
The Twig PC Tools main interface consists of the four following parts:
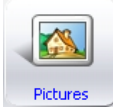
- **System Title Area**: tool titles and system buttons including: **Help**, **Minimize** , **Close**)

- **Function Button Area**: selection buttons for different application features, including:

    - **File** for downloading or uploading files between the phone and PC
    - **Syncronisation** for data synchronisation
    - **Sounds** for music editing and downloading
    - **Pictures** for picture editing and downloading
    - **Contacts** for editing contacts stored in the phone.
    - **Backup** to backup and restore data
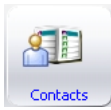
    By clicking each button, the corresponding application interface will be displayed.

- **Function Area**: The area in which application interfaces will be displayed.

- **Status Bar**: The status bar shows the current status of the program as well as the active application and hint information. It consists of the following parts:

1. Hints for specific application features and help information.
2. Hint area for application modules. Contents in this area is application and module specific.
3. Connection status information: informs the user of whether PC is connected to the mobile phone, and the type of the connection (USB, Blu

Twig PC Tools contains the following modules:

File	File	Download or upload files between PC and mobile phone
Synchronise	Synchroni- sation	Data syncronisation
Sounds	Sounds	Open and upload sound files to mobile phone
Pictures	Pictures	Open and upload pictures to mobile phone

Contacts	Contacts	Add, modify or delete contact information from mobile phone
Backup	Backup	Data backup and restoration

INSTALLING SOFTWARE

System Requirements

HARDWARE REQUIREMENTS

- Multimedia PC with Pentium level processor
- At least 64 MB memory
- At least 30 MB free space in hard drive
- At least 16 bit display

SOFTWARE REQUIREMENTS

- Windows 2000/XP version operating system
- Internet Explorer 5.0 version or later

PC CONNECTIVITY

You need one of the following devices to connect mobile phone and PC:

- USB connection cable
- A Bluetooth device with corresponding software

Installing Twig PC Tools

Run setup.exe and follow instructions. Setup may also start automatically when CD is inserted.

CONNECTION

Connection Type

You need to connect your mobile phone with PC before transferring files and synchronising data is possible. Via Connect Manager you can establish one of the following connections between the phone and the PC:

- Connection via USB cable
- Connection via Bluetooth

Connection is established automatically once the mobile phone is connected to the PC.

Connection Manager

Click the **Connection Manager** icon at the right bottom corner of the interface. Select the connection type in the **Connection Manager** window.

Once you have selected the connection type, choose **Connect**. The software will automatically detect the necessary devices and form the connection as well as prompt for it's success.

Clicking the **Connection Manager** icon enables you to check any time whether the connection between the mobile phone and the PC is established correctly.

USING SOFTWARE

File Transfer

You can browse files both in the PC and the mobile phone in the catalogue area.

In the PC File List, you can e.g. browse forwards and backwards and return to upper level folders. While browsing, you can choose whether to view file information as detailed list or large or small icons.

You can browse files in the **Mobile Phone File List** accordingly, refresh both lists, and select files for deletion.

DOWNLOADING FILES

After the connection between the PC and the phone has been created successfully, you can download files from the phone to the PC.

Browse the **Mobile Phone File List**, select the desired file and then select the destination folder from **PC File List**. Click the **Download** button to download the file from the phone to the PC.

After a file is selected, the **Download** button becomes colorised to indicate that the function is available.

UPLOADING FILES

After the connection between the PC and the phone has been created successfully, you can upload files from the PC to the phone.

Browse the **PC File List** and select the desired files for uploading. You can select multible files to be transferred at the same time. After choosing the files, select the destination folder from the **Mobile Phone File List** and click **Upload** button to start uploading.

After a file is selected, the **Upload** button becomes colorised to indicate that the function is available. Before confirming to upload, check that you have chosen the correct destination folder. Sounds and pictures are stored in their own folders.

DELETING FILE

Select a file from the **Mobile Phone File List** to delete it from the phone. Click **Delete** icon to remove the selected file.

Data Synchronisation

You can synchronise your phone with the following Personal Information Management (PIM) software in PC:

- Microsoft Outlook 2000/2002/2003
- Microsoft Outlook Express (Windows Address Book)
- Lotus Notes 5.0/6.x
- Lotus Organizer 5.0/6.0

Before data synchronisation is started, it's recommended to create backup files of the processed data.

Synchronising application contains two options: **Synchronise Now** and **Synchronisation Properties**. If you are using the Data Sychronization for the first time, both of these options are directed to **Synchronisation Properties** settings.

When entered to the **Synchronisation Properties**, first select the software to be synchronised. Then click **Next** to proceed or **Cancel** to cancel the operation.

You can select whether to synchronise the data automatically or not. The available options for synchronisation are:

- **Do not synchronise automatically**.
- **Synchronise every time when the connection is set on**.
- **Synchronise periodically while the connection is on**.

If you choose to synchronise periodically, you can set the synchronisation interval. The available intervals are: 10 minutes, 15 minutes, 30 minutes, and one hour respectively. The default value is 15 minutes.

The default mode of synchronisation is non-automatic synchronisation.

To set the content and direction for synchronisation, choose the desired options from **Select Synchronisation Data** and **Select Synchronisation Direction** fields.

You can select one or both the **Contact Items** and **Calendar Items** as synchronisation contents. As direction for syncronisation you can select **From Phone to PC**, **From PC to Phone**, or **Synchronise Two-ways**. Click **Next** to proceed or **Cancel** to cancel the operation.

It is not necessary make any additional settings for Outlook and Outlook Express. For Lotus Notes and Lotus Organizer, you need to make some initial settings, see **lotus notes settings on page 13** and **lotus organizer settings on page 13**. After settings are completed, click **Next** to proceed or Cancel to cancel the operation.

In **Synchronisation setting information** field you can select whether you want to keep the PC or the phone as the basis for synchronisation in cases there are same files stored in both of them. In **Basic Data for Synchronisation** field, choose **PC** or **Phone** or **Add New Contact** if you want to create a new contact from the overlapping data.

In the Synchronisaton Content field you can select what piece of information you want to syncronize. You can choose to synchronise **All Details**, **Synchronise Name and All Numbers** or **Synchronise Name and Mobile Number**. Within the **Synchronisation Scope** field, you can set the digit of the past day/week/month/year to the digit of the future day/week/month/year.

After the settings are completed, click **Finish** to save synchronisation properties and return to the synchronisation area. Click **Synchronise Now** to confirm syncronization.

Note
Compared to PC, there is considerably less memory in mobile phones for saving contacts and calendar information. Processing contacts and calender in mobile phone is also different from that in PC. This causes certain limitation to synchronisation. If the number of characters in a record (as "Note") in the PC exceeds the memory limitation of the mobile phone, the record will not be completely saved to the phone.

If any of the options becomes gray, it indicates that the option is not available.

SYNCHRONISATION SETTINGS

Click **Synchronisation Properties** to enter the **Synchronisation Properties** page. Synchonization properties options are: **General**/**Automatic**/**Direction**/**Contacts**/**Calendar**/**PIM Software.**

You can change synchronisation properties within these options, like the first time you synchronised properties with the software.

General Option

General option displays the PIM software chosen for synchorization. You can select one or both of **Contacts Data** and **Calendar Data** for synchronisation. You can create new configuration to set all items in **Create New Configuration**.

Automatic Option

You can select whether to synchronise data automatically or not. The options for synchronisation include the following:

- **Do not synchronise automatically**.
- **Synchronise every time when connection is set on**.
- **Synchronise periodically while connection is on.**

See **data synchronisation on page 10**.

Direction Option

From the selection box for synchronisation direction, you can select to update data from mobile phone to PC, from PC to mobile phone, or to update data in both directions.

Contacts Option

You can select whether you want to have PC or phone as the basis for synchronisation. You can also select which piece of information you want to synchronise.

Calendar Option

The option for synchronisation scope.

PIM Software Option

This option corresponds to the PIM (Personal Information Management) software you have selected. It is not necessary to set anything for Outlook and Outlook Express. For Lotus Notes

and Lotus Organizer, you need to make some initial settings, see **lotus notes settings on page 13** and **lotus organizer settings on page 13**.

Note:
With Lotus Notes synchronisation, the system may prompt you for file name and password.

LOTUS NOTES SETTINGS

The software supports projects synchronised with Lotus Notes, including **Contacts** and **Calendar**. In each group, there is a list of server and file names.

Contacts Synchronisation Settings

Server List displays all of the detected and available servers with local contact synchronisation as default. **File List** displays all Lotus Notes files located in local directory or detected from the selected server. The default is contact information file (names.nsf) in local Lotus Notes directory.

Calendar Synchronisation Settings

All available servers are listed in the **Server List**. Lotus Notes files located in local directory or detected from the server are listed in the **File List**.

Notes:
After selecting a server (or default) to synchronise the corresponding contacts and calendar, you need to select (open) the corresponding types of Lotus Notes files. If the type of the selected file is not the same as the type of contacts or calendar files, it's not possible to open the file and synchronise data.

LOTUS ORGANIZER SETTINGS

When synchronising Lotus Organizer files, you need to know the name and password for each specific file.

File Name

Type in the name of the Lotus Organizer file to be synchronised with mobile phone. Click **Browse** to browse for the desire file.

Password

Type in the password, if the Lotus Organizer file is protected.

Sounds

To play, pause, stop, forward and rewind sound files located in PC, you can open them with the Sounds Module. With Twig PC Tools, you can open and download to mobile phone file with the formats .wav, .amr-nb and .amr-wb.

EDIT

You can edit and cut the currently opened sound file. By defining **Set Start** and **Set Stop** and clicking **Edit Sound**, you can save the sound file in a qualified format and upload it to the phone.

UPLOAD

You can upload the current sound file to the mobile phone. After the mobile phone is connected to the PC, click **Upload** to start uploading the file to the phone.

Pictures

You can open and edit picture files located in PC. Editing options include: open, zoom out/in, rotate, adjust brightness, contrast and RGB value, clip size, drag and resume the picture.

After saving, pictures can be uploaded to the phone. The available formats for opening and uploading picture files are .jpg, .gif, .bmp and .png.

Managing Contacts

After phone is connected to PC, the software will automatically search stored contact information in the phone and display it (**First Name**/**Last Name**/**Telephone**/**Mobile**/**E-mail**) on the function area. You can:

- **Add contact information to the phone**
- **Edit contact information**
- **Delete contacts from the contacts list in the phone**

You can click the **Refresh** button to keep the listed information synchronised with the mobile phone at any time.

By clicking **New Contact**, you can add new contact information to the list. Choose **Edit Contact** to edit existing information or **Delete Contact** if you wish to remove a contact completely.

Type in **Last name** and **First name** for the contact. There are four options, **Normal**/**Home**/**Work**/**Other**, for the new field in the contact.

NORMAL OPTION
With the normal option, you can add phone number, mobile phone number, E-mail address, BP number, post code, homepage address and set birthday.

HOME OPTION
With the home option, you can add phone number, mobile phone number, E-mail address of the family, and DTMF number.

WORK OPTION
With the work option, you can add phone number, mobile phone number, and E-mail address of the office, job position as well as the name, phone number, and address of the company.

OTHER OPTION
With other option, you can add fax number and notes.

There is an input column and list column for each phone or fax option.

ADD A PHONE/FAX TO THE LIST
You can type phone or fax number in the input column. The color of the phone **Add** icon becomes green, indicating that the operation is available. Click **Add** to add a new phone or fax number to the list column.

DELETE A PHONE/FAX FROM THE LIST
You can select the phone/fax to be deleted in the list column. After selected, the color of **Delete** icon becomes green indicating that the operation is available. By clicking **Delete** the selected phone/fax number will be deleted from the list column.

Note
Due to the limited memory capacity of mobile phone, saving additional information for a contact (e.g. Other/Notes) is not possible if the

number of characters exceeds the available phone memory.

Data Backup and Restoring

Backup and Restore application can be selected by pressing the **Backup** icon. Select the desired operation and click **Next** to proceed.

DATA BACKUP

Data backup includes the following options: **SMS** (Short Message Service), **Contacts**, **Calendar** or **Other Information**. Type in the name of the desired file into the **File Name** textbox, or click the **Browse** button to select the file for backup. Store SMS messages, contacts, calendar or other information into the .bak file.

RESTORING DATA

Type in the name of the file you want to restore into **File Name** textbox, or click the **Browse** button to open the backup file. Click **Open** to restore information. A progress bar is displayed to show the state of the process. Click **Exit** to cancel the operation.

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